

Expressions of interest Deputy Chair and Steering Group Members:

The SCCAN – SECEN ‘Expression of Interest’ process for the following roles is now open:

- Deputy Chair (Election)
- Steering Group Members (Volunteer)

Attached are:

- A brief outline of Chair duties with an approximate time commitment for each – as these duties will need to be supported by the Deputy Chair and Steering Group members
- Terms of reference which detail some key responsibilities (need revising by new Chair & Deputy, SECEN TOR only currently available)
- Routes of Engagement N-QI-CAN document

Process for elections to be undertaken:

- Deadline for EOI is close of play Friday 20th January 2023. Please ensure you have the support and approval of your employing organisation/line manager to undertake the role
- Please submit a word document (no word limit – it can be as short or as long as you like) including what you will bring to the role and how you will develop the network further
- N-QI-CAN Comms Lead will circulate the EOIs to the members of SCCAN – SECEN for their vote
- Election of Deputy Chair final vote to be undertaken before March 23 SCCAN – SECEN meeting (New Deputy will be expected to support the Chair in the March 23 meeting)
- Chair will provide an induction & handover key responsibilities to this supporting role

Volunteers for a Steering Group will be confirmed via email and followed up by Mojgan Sani – Current Chair directly.

Please can you send your ‘Expression of Interest’ to Vicky Patel via email to: nqi.can1@nhs.net by close of play Friday 20th January 2023.

Personal experiences of the role to accompany the role descriptor as outlined in the TORs:

- The role requires you to plan, lead and follow up on actions from the quarterly regional network meetings
- Attend the quarterly N-QI-CAN Open & Business meetings as an active participant feeding back to EECANN and in addition escalating back into N-QI-CAN information such as issues, challenges, successes etc.
- As an N-QI-CAN member there are opportunities to get involved in NCA specification development meetings and help to shape the NCAs. Alongside sitting on other groups/boards on behalf of N-QI-CAN. This isn't mandatory though if this does not tick your box
- Coordinating the annual network plan and submission to N-QI-CAN for approval (this is the ability to claim for re-imbursments of time, identify training & other costs etc.)
- Keep the EECANN section of the Forum up to date with notifications of meetings, events etc. in the region and submit meeting agendas, minutes, presentations etc. for inclusion on the EECANN section of the forum. This is best undertaken within the month before each meeting and within the month post each meeting
- As Chair you are expected to be seen on the Forum and to provide responses to queries raised – although all current Chairs currently find this a challenge with time
- You can now claim through N-QI-CAN/HQIP for re-imbursments of your time chairing the network meeting and up to an hour prep time back to your employing organisation to back fill your role

I would say the approximate minimum time to undertake this role is as follows:

- 4hrs to chair the EECANN quarterly meetings
- 1hr prep for each EECANN quarterly meeting
- 3hr follow up for EECANN minutes and actions
- 1hr NNSF presence weekly
- 4hrs attendance at quarterly N-QI-CAN meetings
- 1hr prep each quarter to read N-QI-CAN papers prep meeting
- Attendance at N-QI-CAN webinars through year - ad hoc – approx 2 hrs each time

This equates to approximately 2 hrs per week. With the Deputy in post this can be shared between you which makes both roles more attractive. I would also propose further steering group members to support and drive the network.



South East Clinical Effectiveness Network (SECEN)

Constitution

Author (of latest version):	Sue Venables
Job Title:	Chair of SECEN
Date:	04/02/2021
Version No.	Draft 1
Document location:	http://forum.ngican.org.uk/viewforum.php?f=67
Next review date:	04/02/2024

Ratified by:	SECEN meeting
Chair:	Sue Venables
Date Approved:	04/02/2021
Target Audience:	SECEN Members

Document History			
Date of issue	Review date	Date approved	Nature of Changes
Feb 2021			Full update of all aspects
Jul 2015	Feb 2021	Jul 2015	
Mar 2011	Jul 2015	Mar 2011	
May 2009	Mar 2011	May 2009	
Sept 2004	May 2009	Sept 2004	



Name

The name of the organisation is the South East Clinical Effectiveness Network, abbreviated to SECEN. The terms `SECEN` and `the network` refer to the South East Clinical Effectiveness Network throughout this constitution.

Purpose

The purpose of SECEN is to enable networking, peer support and sharing of good practice between members.

Affiliation

SECEN is one of the regional networks recognised by National Quality Improvement (inc. clinical audit) Network (N-QI-CAN). As such the chair of SECEN will be invited to attend and contribute to N-QI-CAN meetings. If the chair is unable to attend, another nominated SECEN member will be asked to attend in their place.

Whoever attends the N-QI-CAN meeting will be expected to provide feedback to SECEN members at the next SECEN meeting.

All members will be encouraged to join and contribute to the N-QI-CAN networking and sharing forum <http://forum.ngican.org.uk/>

Membership

Membership of the South East Clinical Effectiveness Network is open to people working in the fields of clinical audit, clinical effectiveness, clinical governance and quality improvement in healthcare settings in organisations in Kent, Surrey and Sussex.

Each Member agrees to share their name, employing healthcare organisation and email address with other members, in pursuance of the network's purposes.

New members may request to join by contacting the current SECEN chair. A database of current members will be held by the current chair or person nominated by the chair. Any member may request removal of their details from the spreadsheet at any time.

The Membership may by unanimous vote at a SECEN Meeting and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Membership, before a final decision is made.



All reasons and discussions, together with decisions regarding the termination of membership must be recorded in the minutes of the relevant meeting.

Management

SECEN members will appoint a chair for the network. Expressions of interest will be sought from SECEN members. SECEN members will then vote to decide on the new chair at a designated SECEN meeting.

Only SECEN members in attendance at the meeting will be eligible to vote.

A joint or deputy chair may also be appointed, with the agreement of a majority of SECEN members at a SECEN meeting.

Both chair and deputy chair will be appointed for a period not exceeding two years. Both can stand for re-election at the end of that two year period.

Personal interests of SECEN members

No member shall use their membership or access to other members' details for their own or other financial gain.

Meetings and proceedings

The membership shall hold at least three meetings each year.

If the appointed chair is absent the members present shall choose one of their number to chair the meeting before any other business is transacted.

Every matter shall be determined by a majority of votes of the members present and voting on the question, but in the case of equality of votes, the chair of the meeting shall have a second or casting vote.

The membership may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. This must be agreed by the members and recorded.

The membership may appoint one or more sub-committees or task and finish groups consisting of three or more members for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the network would be more conveniently undertaken or carried out by a sub-committee. All acts and proceedings of any such sub-committee shall be fully and promptly reported to the Membership.



Receipts and expenditure

SECEN has no funds belonging to the network. The network may purchase services such as room hire, external speakers, refreshments, etc. through funding overseen by N-QI-CAN. This must be agreed in a forward plan for the year, submitted to N-QI-CAN.

Annual report

The chair will draft a brief annual report detailing number of meetings held, themes discussed, the output of any task and finish groups, finances and any other SECEN activity deemed appropriate by the chair or membership. This will be shared with the chair of N-QI-CAN.

Alterations to the constitution

The constitution may be altered by a resolution passed by no less than two thirds of the members present (minimum eight members) and voting at a meeting.

Dissolution

If the membership decides that it is necessary or advisable to dissolve the South East Clinical Effectiveness Network, a proposal for dissolution must be discussed by the members at one of the three times yearly network meetings or a special general meeting must be called. A notice of dissolution must be sent to the membership by the chair or deputy chair at least 21 days before the proposal for dissolution is discussed at either a quarterly or special meeting.